

IRVINE ELECTRONICS, INC.
JOB DESCRIPTION

TITLE:SENIOR QUALITY ENGINEER (QE)

Department: Quality, date of approval: 03.29.17
Reports To: Quality Manager
Approved By: Quality Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Quality Engineer, under minimum supervision shall manage;

1. Various assigned programs for quality compliance to all aspects of customer contracts.
2. Must have the ability to understand customer specifications/requirements and to have the ability to define and document the required planning to insure customer requirements are met.
3. Shall have strong experience in ESD and FOD Management, Corrective and Preventive Action (CAPA), Nonconforming materials and MRB Management.
4. Must have good communication skills, verbal and written, to properly communicate with customers and suppliers.
5. Selection and use of manufacturing equipment including knowledge of calibration requirements.
6. Provide technical support for all inspection processes.
7. Quality process management, including methods/processes, process data and results including SPC data collection including analysis of trends to drive corrective and preventive actions to eliminate any potential and actual product non-conformances.
8. Must have the ability to review and approve AS9102 FAIR's, supplier data packages and test data reports.
9. Must be proficient in computer skills, report writing, spread sheets and graphs as a minimum.
10. Must have work experience utilizing ISO 9000 and AS9100 Quality Assurance systems.
11. Must have the ability to personally perform full mechanical inspections including drawing interpretation, PCB inspections, manage in-house training programs, Customer program Tracking and Administration, Supplier Quality Management, Calibration Management, and Agency Support (UL, CSA, CE, TUV).
12. Must support customer and supplier audits.
13. It is the responsibility of final Inspection with support from the quality engineer to verify the contents of the work order Traveler/Device History Record and acceptance data packages to insure conformance to customer documentation requirements.

As a leader for Irvine Electronics, the candidate shall encourage and empower employees to continually improve productivity and process efficiency for the company.

Quality Engineer has the authority to release or hold product from shipment.

EDUCATION AND/OR EXPERIENCE:

Five years experience is required in Quality Assurance with additional progressive experience as a Quality Engineer in manufacturing/quality in the aerospace electronics industry.

Hands on and job knowledge of CCA assembly, cable assembly, mechanical assembly and workmanship standards, IPC-610 and J-STD-001, as a minimum.

Experience preferred in ANSI-Y14.5, J-STD-001, IPC-A-610, IPC-A-600, IPC-A-620, industry standards in ESD including ANSI ESD S20.20, supplemental Quality and Calibration specifications.

Must have the ability to work independently with minimal supervision in a hands-on, fast-paced environment.

Must be a U. S. Person.

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ADA REQUIREMENTS:

The key physical requirements for this position include the ability to use standard office equipment including PC's, fax, and copy machine, movement within a standard office and distribution warehouse area, walking, sitting, standing, climbing, carrying, pushing/pulling and lifting 1–30 pounds occasionally. Telephone use is a must.

TRAINING REQUIREMENTS:

In order to perform this job, the employee shall be trained in the following areas within 90 days:

- IEI General Orientation/ Safety _____
- ITAR Awareness _____
- IEI Policy and Procedures _____
- ESD/ FOD Requirements _____
- Quality System Awareness _____

I _____ (employee) have read and agree to the duties, responsibilities and requirements of this job description and have the ability to perform them successfully.

Employee Signature:

Date:

_____/_____/_____